



U.S. Department of Justice  
Office of Justice Programs  
*Community Capacity Development Office*

## Government Performance and Results Act (GPRA) Report



### Grantee Site Report Forms Guidance

*unless otherwise specified, data are for calendar year (Jan. -Dec.) 2005*

#### **FY 2006 Report Forms Purpose and Return Information**

##### **Purpose**

In order to report on the nationwide activities supported by its efforts, the Community Capacity Development Office (CCDO) has developed this set of forms to collect basic data on the programs and services provided through local Weed and Seed sites. The diversity of activities performed, clients served, and community characteristics across the local sites make the collection of uniform and consistent national statistics very difficult. This report form is designed to gather baseline information which applies generally to all local sites and also provides some indication of the broader aspects of the Weed and Seed strategy for crime control and community revitalization.

##### **Where Completed Forms Should Be Sent**

Completed forms should be submitted to the Community Capacity Development Office through the OJP GMS electronic application process. See the CCDO Application Kit for more information on this. If you are unable to submit the GPRA through the OJP GMS electronic system, fax the document to: 202-354-4147

#### **FY2006 General Reporting Guidance**

##### **Major Reporting Changes for FY 2006**

For FY 2006, the following major changes have been made in the GPRA forms:

- The GPRA form has been separated into a Part I form for performance measures and a Part II form for site and program characteristics.
- The crime data requested in Question 1, Section A has been expanded to more easily document the impacts of the local sites' strategies on local crime conditions.
- Question 3, Section A was added for local sites to indicate the nature of the drug problems affecting their communities.
- Section F, Questions 1 to 3 were modified so that local sites may indicate their role in leveraging other resources for the designated areas.
- Section F, Question 5 was changed so that local sites can report the value of in-kind contributions by the type of goods or services being donated.

##### **Data Collection/ Reporting Issues**

The CCDO recognizes the limitations of staff time and other resources under which the local sites operate. Consequently, specific data elements were chosen that are general indicators of program activities and should be within the capabilities of local sites to provide. These instructions provide direction when estimates may be necessary because the available data do not exactly correspond to the report form's categories, the

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particular Weed and Seed site boundaries, or time periods for this report. Space is provided in this form for explanatory notes.

The CCDO expects each site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting these data in the future when they are not currently accessible. Describing the scope of the national Weed and Seed effort is a critical task in documenting its importance in crime control and community revitalization. The collection of uniform and consistent program activity data is essential for this capability.

**Technical  
Assistance  
Available**

CCDO has requested that the Justice Research and Statistics Association (JRSA) provide technical assistance in the implementation of this data collection effort. JRSA will provide guidance to local sites, collect and process the reports, and prepare summaries of the data. Some information may be obtained from site profiles and previous GPRA reports available at the Weed and Seed Data Center, online at [www.weedandseed.info](http://www.weedandseed.info).

**For additional guidance with these forms, contact the JRSA Weed and Seed Project staff at (202) 842-9330 - phone, (202) 842-9329 - fax, [WeedandSeed@jrso.org](mailto:WeedandSeed@jrso.org) - Internet email.**

**Use of the  
Report Forms  
and  
Submission  
Dates**

The report forms are in three parts. The purpose and the timing for submitting each of the forms are as follows:

**Part I - Site Performance Data Report** is intended for local site information that serves as the basis for calculating various statistical measures such as averages or determining various site trends for crime control-related activities.

**Part II - Site Characteristics and Activity Data Report** is used for deriving various site summary reports by types of services or activities offered. It also contains the statistical information on each Weed and Seed site's efforts.

The FY2006 GPRA Part I and Part II forms should be submitted on the following dates:

Continuation Sites - April 27, 2006

New Sites - May 11, 2006

All other local sites - May 15, 2006

**Part III - Site Characteristics Update** is a means to inform the CCDO during the program year of significant changes in the site characteristics that may affect the program activity statistics, e.g., the addition of new Safe Haven facilities, community policing activities, or other new program services. This would be submitted only when such changes occur during the year. This form can be obtained by contacting the JRSA project staff directly.



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**unless otherwise specified, data are for calendar year (Jan.-Dec.) 2005**

The FY2006 GPRA report submission dates are -- Continuation Sites - April 27, 2006; New Sites - May 11, 2006; and all other local sites - May 15, 2006. For assistance with this form, see attached instructions or contact the JRSA Weed and Seed Project staff at (202) 842-9330. Attachments should be clearly identified as to which section and question they are submitted as a response. **Completed forms should be submitted via the OJP GMS electronic application process or by fax to 202-354-4147.**

CCDO Site ID No. (3 digit #): \_\_\_\_|\_\_\_\_|\_\_\_\_ State: \_\_\_\_\_ County/City: \_\_\_\_\_

Site Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Person Completing This Form: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reporting Agency (check one): ☐ Federal ☐ State ☐ Local ☐ Tribal

## PART I - GRANTEE SITE PERFORMANCE DATA

### SECTION A - Law Enforcement/Prosecution Data

1. Please report the specified **crime data for every year that your site has operated since the year of strategy implementation and two years prior**. Additional crime data for the same time period that reflects your site's strategy, e.g., domestic violence offenses, truancy, or vandalism can also be reported.

Date of site strategy implementation: \_\_\_\_\_ month/ \_\_\_\_\_ year

Crime Data (total number)	Geographic Area	Calendar Years (Jan. - Dec.)						
		-2	-1	Imp. Yr.	+1	+2	+3	+4
homicide offenses	site designated area only							
	entire local jurisdiction							
robbery offenses	site designated area only							
	entire local jurisdiction							
aggravated assault off.	site designated area only							
	entire local jurisdiction							
burglary offenses	site designated area only							
	entire local jurisdiction							
weapons offenses	site designated area only							
	entire local jurisdiction							
drug arrests	site designated area only							
	entire local jurisdiction							
other (specify):	site designated area only							
	entire local jurisdiction							

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2. If the crime-related data reported in the preceding question is incomplete for the requested time period, please state the reasons for this situation.

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3. Please rank which are the top three drug problems affecting your local site. "1" indicates the greatest problem.

- |  |   |
|--|---|
| <input type="checkbox"/> Heroin                              | <input type="checkbox"/> Methamphetamines   |
| <input type="checkbox"/> Marijuana                           | <input type="checkbox"/> Prescription drugs |
| <input type="checkbox"/> Cocaine (all forms including crack) | <input type="checkbox"/> Other (specify):   |

4. Does the site's weeding effort include a multi-jurisdictional task force? (check one): ☐ yes ☐ no ☐ planned

*If "yes", please check all agencies that are involved:*

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> ATF                                   | <input type="checkbox"/> DHS/Secret Service | <input type="checkbox"/> US Marshals         | <input type="checkbox"/> County/local police |
| <input type="checkbox"/> DEA                                   | <input type="checkbox"/> FBI                | <input type="checkbox"/> US Postal Service   | <input type="checkbox"/> County/local        |
| <input type="checkbox"/> DHS/Coast Guard                       | <input type="checkbox"/> HUD IG             | <input type="checkbox"/> BIA                 | <input type="checkbox"/> prosecutor          |
| <input type="checkbox"/> DHS/Customs & Border Protection       | <input type="checkbox"/> IRS                | <input type="checkbox"/> Tribal police       | <input type="checkbox"/> Housing Authority   |
| <input type="checkbox"/> DHS/Immigration & Customs Enforcement | <input type="checkbox"/> National Guard     | <input type="checkbox"/> State Attorney Gen. | <input type="checkbox"/> other, _____        |
|  | <input type="checkbox"/> other DOD agency   | <input type="checkbox"/> State police/patrol |  |
|  | <input type="checkbox"/> US Attorney        |  |  |

5a. Is there a prosecutor dedicated to only firearms cases in the site's designated area? ☐ yes ☐ no

5b. If "yes", does your site coordinate activities with that prosecutor? ☐ yes ☐ no ☐ planned

6. Please attach any additional data or reports that provide indicators of your site's major focus or efforts related to crime and law enforcement. If any attachments are responses to this question, please identify them as such.

## SECTION B - Community Policing Activities

1. Please indicate the types of community policing activities used. See attached Instructions for help in completing this response.	Status (circle one)	Funding Sources (circle one)
a. Foot patrols	Y N P	W P O
b. Bike patrols	Y N P	W P O
c. Substations	Y N P	W P O
d. Crime watch	Y N P	W P O
e. Police participation in community meetings	Y N P	W P O
f. Other activities, please specify:	Y N P	W P O

## PART II - GRANTEE SITE CHARACTERISTICS AND ACTIVITY DATA

### SECTION C - Site Management/Operations Characteristics

See attached Instructions for help in completing this response. Abbreviations used:  
“Y” for yes, “N” for no, or “P” for planned  
“W” - Weed and Seed funds only, “P” - partially Weed and Seed funded, and “O”  
- involves no direct Weed and Seed funding.

	Status (circle one)	Funding Sources (circle one)
1a. Is there a Site Coordinator? If “yes”, b. Is it a full-time position c. Are the position’s duties only Weed and Seed-related	Y N P Y N P Y N P	W P O
2. Does your site have a regularly produced newsletter?	Y N P	W P O
3. Does your site produce a resource directory for its residents?	Y N P	W P O

4. Is the CCDO grant recipient a faith-based organization? ☐yes ☐no
5. How many members (not including site staff) are on the Steering Committee? \_\_\_\_\_
6. How many Steering Committee members represent faith-based organizations? \_\_\_\_\_
7. How many agencies/organizations are formally represented on the Steering Committee? \_\_\_\_\_
8. How often are the Steering Committee’s regular meetings held (check one)  
☐ biweekly ☐ monthly ☐ bimonthly  
☐ quarterly ☐ semiannual ☐ other \_\_\_\_\_

9. List any private, nonprofit organizations that received subawards from the Weed and Seed grants in 2005.  
Attach additional sheets if necessary.

organization name and contact name	phone & email	amount	agency type (circle one)
a.			Faith-based Community-based Neither
b.			Faith-based Community-based Neither
c.			Faith-based Community-based Neither
d.			Faith-based Community-based Neither

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10a. Please attach a copy of the site's current boundaries.

b. Have the designated area boundaries changed? **(All changes must have CCDO approval.)** ☐yes ☐no

c. If "yes", attach a narrative description of the affected boundaries, e.g., street names, land features, or city/county jurisdictional limits.

11a. Does your site's designated area include more than one jurisdiction such as multiple cities or counties? ☐yes ☐no ☐planned

If "yes",

b. Is there formal coordination across these jurisdictions? ☐yes ☐no ☐planned

c. Are there also site-specific steering committees for each jurisdiction? ☐yes ☐no ☐planned

**SECTION D - Prevention, Intervention, and Treatment**

The following questions refer to Safe Haven facilities as defined in the attached GPRA Instructions and CCDO Weed and Seed Implementation Manual.

1a. Number of Safe Haven facilities: \_\_\_\_\_ 1b. Number of Safe Havens receiving CCDO funding: \_\_\_\_\_

2. List names and complete addresses for all Safe Haven facilities (attach additional pages if necessary):

Facility Name

Street Address

City/State/Zip Code

_____	_____	_____
_____	_____	_____

3. Please indicate the types of activities/services provided as part of the site's Seeding effort. See attached Instructions for help in completing this response.

Seeding Activities/Services Provided	Status	Funding Sources	Seeding Activities/Services Provided	Status	Funding Sources
a. academic courses and tutoring	Y N P	W P O	n. Boys/Girls Club programs	Y N P	W P O
b. mentoring	Y N P	W P O	o. scouting programs	Y N P	W P O
c. Drug Education for Youth (DEFY)	Y N P	W P O	p. military cadet training	Y N P	W P O
d. prevention education other than DEFY, describe:	Y N P	W P O	q. anti-gang education/ training	Y N P	W P O
			r. Communities in Schools programs	Y N P	W P O
e. dispute resolution and mediation	Y N P	W P O	s. performance/applied arts programs	Y N P	W P O
f. recreation/athletics	Y N P	W P O	t. victim assistance programs	Y N P	W P O
g. job training	Y N P	W P O	u. community projects, e.g. clean-ups	Y N P	W P O
h. job placement	Y N P	W P O			
i. anti-drug education	Y N P	W P O	v. general health screening services	Y N P	W P O
j. community police co-located in Safe Haven	Y N P	W P O	w. lead poisoning screening service	Y N P	W P O
k. safe corridors (school escorts for children)	Y N P	W P O	x. other, specify:	Y N P	W P O
l. summer day camp	Y N P	W P O			
m. youth leadership training	Y N P	W P O			

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4a. Is there an offender reentry program that serves the site's designated area? ☐yes ☐no ☐planned

4b. Does the site directly coordinate activities with that program? ☐yes ☐no

5. Provide the total unduplicated Safe Haven attendance (i.e., number of persons receiving services and not visits or sessions attended) for all services/activities during one typical week (see instructions for additional guidance)

Safe Haven attendance for week of \_\_\_\_/\_\_\_\_/2006 (month/day): \_\_\_\_\_

6. Please attach any additional data or reports that provide indicators of your site's major focus or Safe Haven-related efforts. If any attachments are responses to this question, please identify them as such.

**SECTION E - Neighborhood Restoration Information**

1a. Number of community development corporations within designated site area: \_\_\_\_\_

1b. Number of community development corporations that site coordinates activities with: \_\_\_\_\_

2. Identify the neighborhood restoration projects listed in your 2005 grant application that were implemented.

Neighborhood Restoration Projects	Funding Sources
a. Economic development	
i.	W P O
ii.	W P O
iii.	W P O
b. Job training & employment opportunities for residents	
i.	W P O
ii.	W P O
iii.	W P O
c. Small business development	
i.	W P O
ii.	W P O
iii.	W P O
d. Improved housing conditions	
i.	W P O
ii.	W P O
iii.	W P O
e. Physical environment cleanups	
i.	W P O
ii.	W P O
iii.	W P O

3. Are any activities related to or otherwise involved in the EPA Brownfields Program? ☐yes ☐no ☐planned

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**SECTION F - Coordinated and Leveraged Non-CCDO Weed and Seed Resources**

Identify coordinated and leveraged resources (excluding funding from CCDO). This is defined as those funds that explicitly help, in whole or part, to implement the Weed and Seed strategy. Please estimate the amounts that are being expended for your site. Circle "W" for primarily funding Weeding activities or "S" for primarily Seeding activities. In the last two columns, indicate whether you helped to obtain that funding or coordinated with the funding agency by placing an "X". (See Forms Instructions for more help; attach additional sheets as needed.)

Types of Non-CCDO Support	Source (Agency/ Assistance Program)	Amounts Received in 2005	Weeding or Seeding (circle one)	involvement	
				helped to obtain	coordinate with
<b>1. Other U.S. Department of Justice Funding</b>					
a. direct DOJ grants, e.g., OJJDP Drug-Free Communities Grants			W S		
			W S		
b. COPS Office grants			W S		
			W S		
c. formula and block grants, e.g., BJA Justice Assistance Grants (JAG)			W S		
			W S		
d. other DOJ grants/support			W S		
			W S		
			W S		
<b>2. Other Federal Funding</b>					
a. HIDTA			W S		
b. other, e.g., HUD HOPE VI grants			W S		
			W S		
			W S		
<b>3. Non-Federal Funding Sources</b>					
a. state government funding			W S		
			W S		
b. local government funding			W S		
			W S		
c. Non-profits, e.g., United Way, foundations, churches			W S		
			W S		
d. For-profits, e.g., companies, banks			W S		
			W S		
			W S		
e. other			W S		
			W S		
			W S		
<b>4. Total Funding from All Non-CCDO Funding Sources</b>					







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### Instructions for Part I - Site Performance and Part II- Site Characteristics and Activity Data Report Forms

#### **FY 2006 General Report Form Instructions**

##### **Scope of Activities to Be Reported**

Weed and Seed sites can and should include information on program activities supported by other funding sources in their GPRA reports.

Local Weed and Seed sites rely upon the participation and support of many Federal, state, and local agencies. Consequently, their activities and impact should extend far beyond the direct financial assistance provided by the Community Capacity Development Office (CCDO). Each site should report on a basis which is reasonable and accurately reflects the Weed and Seed efforts in its community.

*Example: Children utilizing Safe Haven facilities may receive services from several sources. In this case, because Safe Havens may function as convenient locations for delivering services to clients who might not otherwise use them, it may be appropriate to include programs or activities that are not directly supported through CCDO funds.*

##### **Geographic Extent of Weed and Seed Operations**

Weed and Seed sites may include information on program activities that occur outside of the designated area boundaries in their GPRA reports when these relate to their strategy implementation.

Although Weed and Seed is a geographically based strategy with defined target areas, the inclusion of activities for reporting should also rely on a reasonable judgement based on their relationship and impact on the site regardless of actual location. For law enforcement activities, this concept has been expressed in the following manner:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area (including) any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto” (Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed sites).

##### **Time Period for Data Reported**

Unless otherwise specified in a question, all information submitted in a GPRA should be for calendar year 2005 (January 1 - December 31, 2005). This is to allow for consistent comparisons across time periods and local sites and to enable the calculation of various statistics for the overall national Weed and Seed effort.

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**Data Estimation Acceptable**

If actual program activity data are not available, an estimation method may be used to provide indicators of local Weed and Seed site efforts. See Footnote A in the Instructions for a discussion of acceptable methods and examples. For additional guidance on this topic, contact the Weed and Seed project staff at the Justice Research and Statistics Association (JRSA), (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrsa.org - Internet email.

**Suggested Data Sources**

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Most organizations produce reports or maintain records for this type of information. There should be an administrative staff responsible for this data that can provide a response.

**NOTE: For local sites which submitted a GPRA report for the previous year, that information is available on the Weed and Seed Data Center Web site at:**

**[www.weedandseed.info](http://www.weedandseed.info)**

Government planning agencies can usually provide demographic data (i.e., total population, youth--ages 0-17, and adults) and land area measurements. Colleges and universities may also have resources for obtaining the data needed for these reports. These may include their libraries; academic departments such as urban planning/affairs, geography, or criminal justice; or institutes for special studies. State Statistical Analysis Centers (SACs) can also provide information or technical skills helpful to local agencies. JRSA can identify the SAC agency for your state. Call the Weed and Seed Project staff at JRSA, (202) 842-9330, or send an Internet email to WeedandSeed@jrsa.org.

**Yes/No/  
Planned  
Response  
Definitions**

The terms "yes," "no," and "planned" as used in these forms are defined as follows:

**yes** - The service or program activity is operational during the current year being reported. In other words, a budget has been established and funded, the staff are hired and working, and the appropriate facilities and equipment are functional.

**no** - No program activities have occurred during the current year being reported.

**planned** - Preparations have been made and actions taken during the reporting year for starting a service or program activity such as funding received, staff hired, or facilities obtained but no clients were served or program operations have not taken place. Implementation is expected to occur in the current year.

**Funding  
Source  
Response  
Definitions**

In order to document the extent to which local Weed and Seed activities are being sustained through leveraged resources, the local sites are asked to indicate the funding sources that support certain aspects of their strategy implementation.

**(W)eed and Seed Only** - These activities or services are completely provided through the CCDO Weed and Seed grants.

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**(P)**artially Weed and Seed Funded - These activities or services are supported through a combination of the CCDO Weed and Seed grants and funds from other sources.

**(O)**ther Funding Sources -These activities or services involve no direct CCDO Weed and Seed funding.

## Part I - Grantee Site Performance Data Report Form Guidance

### SECTION A - Law Enforcement/ Prosecution Data

Question 1 requests crime data for both the site's designated area and the local jurisdiction in which it is located. In order to determine the impact that the Weed and Seed strategy is having on crime, information is requested for immediately before implementation of the site strategy and for the time period since the site has been active.

Data for six major types of crimes are requested (homicides, robberies, aggravated assaults, burglaries, weapons offenses, and drug arrests). Because some sites may have focused on other crime-related concerns in their strategies, data for an additional crime category or type of offense may also be reported. **This information is required of all sites to maintain their CCDO support.**

***Example:** A site began its strategy implementation in 2003. Among the community concerns to be addressed by the site's Weed and Seed strategy is to reduce domestic violence in the designated area. For the FY2006 GPRA report, the following illustrates the time period for which crime data should be submitted for Question 3.*

Date of site strategy implementation: <u>August</u> month/ <u>2003</u> year								
Crime Data (total number)	Geographic Area	Calendar Years (Jan. - Dec.)						
		-2	-1	Imp. Yr.	+1	+2	+3	+4
homicides	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		
robberies	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		
aggravated assaults	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		
burglaries	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		
weapons offenses	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		
drug arrests	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		
other (specify): domestic violence	site designated area only	10	10	10	10	10		
	entire local jurisdiction	100	100	100	100	100		

NOTE: If the above example site had started in 2002, an additional year of data should be provided; a site that began operations in 2004 would have one less year of data.

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Question 2 - If you are unable to provide complete crime data for the requested time period, please provide an explanation as to why this information is not available. If data on these crimes were included in the site's Official Recognition application, it should be noted as to why this information can not be produced for performance reporting.

Question 3 asks you to indicate which are the three most serious drug problems that your local site is dealing with. The rankings start with "1" for most serious.

Question 4 requests information about whether a multi-jurisdictional task force is being used as part of the local Weeding effort. Multi-jurisdictional task forces are operations that involve two or more law enforcement agencies and that cross geographic or criminal justice system agency boundaries.<sup>1</sup> If one or more exists or has been planned with specific actions taken that indicate implementation is expected to occur in the current year, then you should indicate the agencies that are or will participate as members of the task force. Please keep in mind the comments about the geographic extent of Weed and Seed operations made in the Scope of Activities to Be Reported section at the beginning of these instructions.

Questions 5a and 5b ask whether there is a prosecutor dedicated to firearms cases involving your site's designated area and whether coordination is occurring between your local Weeding Strategy and this effort. The prosecutor may be with the U.S. Attorney's Office, a State's Attorney, or local government.

Question 6 is an opportunity for local sites to provide indicators of law enforcement activities that have focused on major community concerns such as truancy prevention, robbery reduction, and anti-drug or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION B -  
Community  
Policing  
Activities**

When reporting these community policing activities, their funding sources during calendar year 2005 should be indicated.

Question 1e. refers to either a) general public meetings held in the target community that may be for Weed and Seed activities such as providing crime prevention education or forming a Neighborhood Watch group or b) local site staff attendance at meetings of community organizations such as civic associations, churches, or business groups. It does not refer to meetings of the Weed and Seed site committees or other meetings for internal Weed and Seed project operations.

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**Part II - Grantee Site Characteristics and Activity Report Form Guidance**

**SECTION C -  
Site  
Management/  
Operations  
Characteristics**

Question 1a asks if your site has a Coordinator. This would be a paid staff position responsible for the daily, ongoing management and operations of the local site. If the response to Question 1a. is “yes” or “planned”, you should then indicate in Question 1b. whether this is a full-time position or not. Question 1c. asks whether this position is dedicated to Weed and Seed-related duties only or has additional responsibilities not involving the site. The funding sources for this position should also be indicated.

Question 2 asks whether a newsletter is regularly produced to inform the community of Weed and Seed activities and events. The funding sources for this should also be indicated.

Question 3 requests whether a resource directory has been generated which provides information on services, facilities, and other types of assistance available to the site’s residents and other community members. The funding sources for this publication should also be indicated.

Questions 4, 6, and 9 in accordance with recent Federal directives, are efforts to document the involvement of faith and community-based organizations with the Weed and Seed strategy at the local site level. CCDO invites faith-based organizations to self-identify themselves as such.

Community-based organizations (CBO) are defined as secular non-profit agencies that provide direct services at the local level. A non-profit organization whose mission is national in scope is not considered a CBO. The following are some examples of organizations that are not considered CBOs.

- Associations
- Institutions of Higher Learning
- Unions
- Research Institutions
- Hospitals
- Public Schools
- Foundations

Question 6 refers to steering committee members who serve in an official capacity or are designated representatives for a faith-based organization. It does not include persons who may be members of a faith-based group but are not designated representatives, i.e., they lack the authority to speak for or commit those organizations to decisions or activities.

Question 9 asks for information that identifies any private, nonprofit organizations receiving subawards using CCDO Weed and Seed funds. In order to follow up on this, agency and staff contact information, funding amounts, and agency type are requested.

Questions 11a, 11b, and 11c apply to those sites with designated areas that cross multiple jurisdictions. In these instances, there may be an overall steering committee (i.e., multi-city or county-wide) in addition to site specific steering committees. These questions are intended to identify those locations where a hierarchy of steering committees exist.

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**SECTION D -  
Prevention,  
Intervention,  
and Treatment**

**A Safe Haven is defined as a multiservice center that coordinates youth and adult services in a highly visible, secure, and accessible facility.** The Safe Haven acts as a center of activity for most Weed and Seed initiatives. Consequently, not every facility or location associated with Weed and Seed activities may be a Safe Haven unless they fit the preceding description.

Questions 1a and 1b request the total number of facilities in the local site that are designated as Safe Havens and the number which receive any direct CCDO funding.

Question 2 is a listing of each Safe Haven facility's name (e.g., the Southside Boys Club, Lincoln Elementary School, or Midtown Community Center), its complete street address, city, state, and Zip code. Please clearly and accurately enter this information. It is needed for the computer-based site maps on the CCDO Web site. This information should be for all designated Safe Haven facilities regardless of whether or not CCDO funds are given to each facility. If more space is needed, additional pages can be attached.

Question 3 refers to those services/activities that are part of the site's Seeding Strategy. This implies active planning, coordination, and communication between the service providers and the local site and not just a facility location or clients served within the site's designated area. Along with the performance of these activities, their funding sources during calendar year 2005 should be indicated.

Questions 4a and 4b involve the possible existence of an offender reentry program in the site's designated area and coordination with the local strategy. Coordination is defined as active involvement with service planning, delivery, or referrals as part of the site's strategy.

Question 5 refers to the number of different persons receiving services and not a count of total visits or sessions provided through a program or activity. The term "total unduplicated Safe Haven attendance" represents the number of different persons utilizing the program during a typical week's operations. "Unduplicated" means that as much as reasonably possible the total count should not increase with repeat visits by the same individuals during the reporting period.

This information would be generally collected through attendance logs. For services such as after-school activities that the same children participate every day, an attendance sheet for one day should provide the larger part of an unduplicated attendance count. For daily activities where different individuals may attend each day, separate attendance logs would be needed for each day that the program operates.

In instances where some of the same individuals may attend a mixture of activities during a week, the local site staff are asked to use their judgement in arriving at representative unduplicated counts of attendance. For example, when the majority of the attendees at two activities are the same persons, one count or attendance sheet will provide a reasonable unduplicated count. If there is little overlap in attendees, then separate attendance sheets for each activity may be appropriate. Estimates may be necessary for some programs.

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Question 6 is an opportunity for local sites to provide indicators of Safe Haven activities that have focused on major community concerns such as academic performance problems, youth unemployment, or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies.

**SECTION E -  
Neighborhood  
Restoration  
Information**

This section relates to community-based organizations and activities that are involved in commercial and housing redevelopment, job training and employment services, and the creation of clean and safe neighborhood environmental conditions. Many local Weed and Seed sites have coordinated their activities with community development programs.

Questions 1a and 1b - A Community Development Corporation (CDC) is an organization that is owned and controlled by community residents and is engaged in affordable housing, business and/or commercial development. Although CDCs vary in size and scope, the vast majority are non-profit, tax exempt 501(c)(3) organizations. All CDCs have a board of directors composed of local residents, public officials, funders, bankers, relevant professionals, and/or community leaders.

Question 2 requests a listing of neighborhood restoration projects as originally identified in the site's 2005 grant application that were actually implemented. Their funding sources during calendar year 2005 should also be indicated.

Question 3 concerns the Brownfields Program administered by the U.S. Environmental Protection Agency (EPA). The EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse Brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse.

There are several aspects of the EPA's Brownfields Program that may potentially involve and benefit local Weed and Seed sites. For example; EPA provides grants to assess Brownfields sites and to test cleanup and redevelopment models; provides grants to provide training for residents of communities affected by Brownfields to facilitate cleanup of Brownfields sites and prepare trainees for future employment in the environmental field; EPA provides direct cleanup grants and revolving loan fund grants to capitalize funds to make loans for the environmental cleanup of Brownfields. These grants are intended to provide EPA, states, tribes, municipalities, and communities with funding and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

For more detailed information about these programs, visit the EPA's Web site at [www.epa.gov/brownfields](http://www.epa.gov/brownfields) or contact:

Tony Raia  
U.S. Environmental Protection Agency  
Office of Brownfields Cleanup & Redevelopment  
1200 Pennsylvania Ave. NW (MC 5105-T)  
Washington, DC 20460  
phone: 202-566-2758, fax: 202-566-2757, email: [raia.anthony@epa.gov](mailto:raia.anthony@epa.gov)



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Maps showing the Brownfields program areas can be viewed at:  
[www.epa.gov/brownfields/bfmapper.htm](http://www.epa.gov/brownfields/bfmapper.htm)

**SECTION F -  
Coordinated  
and Leveraged  
Non-CCDO  
Weed and  
Seed  
Resources**

Because the U.S. General Accounting Office has requested documentation that the Weed and Seed strategy coordinates and leverages resources from the public and private sectors, these questions seek data on funding and in-kind contributions obtained from non-CCDO sources. It is recognized that because of the many formal and informal relationships that the local Weed and Seed programs have with many agencies and organizations, it will be difficult to obtain precise financial information. A reasonable effort should be made to estimate these amounts fairly and accurately.

**Reporting Time Period** - So that the financial information provided will correspond to the programmatic data collected for the GPRA reports, the calendar year should be used for responses (i.e., January 1 to December 31). The calendar year 2005 data should reflect actual revenues when available. If necessary, reasonable estimates are acceptable if specific amounts are not available. (See Footnote A - Acceptable Estimation Methods for additional guidance.)

**Source (Agency/Assistance Program)** - As accurately as possible, please identify the agency, organization, or company providing the financial assistance. If there is a specific program or category (e.g., Department of the Navy, DEFY Program), this should be reported. Use additional sheets if necessary.

**Jan.-Dec. 2005 in \$'s** - Provide a dollar estimate of the financial assistance received from each source. At the bottom of the table, these figures will be totaled.

**Weeding or Seeding** - Indicate whether the grant or other assistance is intended to primarily support Weeding or Seeding-related activities by circling a "W" or an "S".

**Weed and Seed Involvement in Non-CCDO Weed and Seed Resource** - Sites are asked to indicate their involvement in obtaining and coordinating with programs funded by non-CCDO sources. Respondents should indicate that they helped to obtain funding if any Weed and Seed representative, in their capacity as a representative of Weed and Seed provided assistance in the identification of or application for the funds in question. Respondents should indicate that they coordinate with the efforts if there has been official collaboration between the Weed and Seed site and the other program, for the purposes of strategy development, program implementation, or other activities related to the Weed and Seed effort.

**Types of Non-CCDO Support** - In order to present a more complete picture of the national Weed and Seed strategy's impact, these figures should include any financial and other resources that are reasonably related to Weed and Seed activities in your local site. This applies to events or activities that may physically occur outside of the site's target area but contribute to the overall Weed and Seed strategy for your site. When possible, a dollar amount should be provided so that these figures can be totaled across all sites.

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**1. Other U.S. Department of Justice Funding** - Refers to any financial assistance received from agencies of the U.S. Department of Justice (DOJ) other than the CCDO direct grants.

**a. direct DOJ grants** - These are financial awards made directly from a U.S. Department of Justice agency to a Weed and Seed participating agency. This may include other agencies or organizations that are providing a component of the local Weed and Seed strategy or have established a cooperative relationship with the local Weed and Seed structure. An example is Project Safe Neighborhoods, the US DOJ-funded gun law enforcement program.

**b. COPS Office grants** - This agency is the Federal office responsible for advancing community policing. It has several assistance programs, e.g., Hiring Grants, COPS MORE, and Training and Technical Assistance Grants that provide support to local law enforcement agencies.

**c. formula and block grants** - These are grant programs that generally allocate Federal funds to State or local governments that within certain prescribed limits can spend this money as they choose. Frequently, subgrants are awarded to government agencies or non-profit community organizations for specific projects. Examples are the Bureau of Justice Assistance (BJA)'s Justice Assistance Grants (JAG).

**d. other DOJ grants/support** - This refers to any assistance provided by US DOJ agencies that may not be included in the preceding categories.

**2. Other Federal Funding** - Refers to financial assistance received from any Federal agencies(e.g., Housing and Urban Development, Education, Health and Human Services, Labor, or the Environmental Protection Agency) other than those under the U.S. Department of Justice.

**a. HIDTA (High Intensity Drug Trafficking Area (HIDTA) Program** - The HIDTA Program operates under the direction of the Office of National Drug Control Policy (ONDCP). In specially designated areas of the country, HIDTA provides funds to enhance and coordinate drug-control efforts among local, state and Federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences.

**b. other** - Refers to any other Federal financial assistance programs.

**3. Non Federal Funding Sources** - Refers to any non-Federal financial assistance received in the categories listed.

**4. Total Funding from All Non-CCDO Funding Sources** - This should be the sum of all items listed in 1-3 above.

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**5. In-kind contributions** - The purpose of this question is to indicate the level of support derived from in-kind contributions. While these non-monetary donations can be critical to the operations of Weed and Seed-related activities, they do not generally substitute for the program costs covered by grants and other types of revenues. Consequently, these donations can be viewed as major resources leveraged by CCDO's financial support.

The term, in-kind contributions refers to any non-monetary support received such as donated staff/volunteer time, professional services, use of office/facility space, equipment, printing, food, vehicles, etc. The sites are asked to estimate the dollar value of the various types of in-kind contributions received.

**Footnote A - Acceptable Estimation Methods**

**Data  
Estimation  
Conditions**

Collecting daily counts at each facility may be beyond the ability of some sites. Other sites may have difficulties obtaining data because their Weed and Seed geographic areas do not match the reporting boundaries used by the various participating agencies such as police precincts or districts, community agency service areas, or individual school zones or clusters. There also may be problems due to different reporting time periods or organizational units across agencies which may prevent the collection of data directly attributable to Weed and Seed staff or activities.

Following are several estimation methods that are acceptable for compiling information on Weed and Seed local site efforts. The choice of estimation method used is at the discretion of each local site but it is important to present as accurate a portrayal of the Weed and Seed activities as possible.

**Method 1 -  
Proration of  
Available  
Data**

When data are only available for a geographic area larger than the officially recognized Weed and Seed area or for a portion of the local site, an estimated value may be calculated based on the percentage that the Weed and Seed site is of the total area.

Example 1: If a police precinct reported that 30 homicides occurred during the last year and the Weed and Seed site is 50% of the precinct area, then 15 homicides should be reported for the site. The Proration Method should be identified for the data element Section F, Question 1a in the Explanatory Notes in the Part I - Grantee Site Characteristics and Activity Data Report Form.

Example 2: A youth midnight basketball league is hosted by a community center located in the Weed and Seed site but the facility's service area extends outside the Weed and Seed boundaries. Consequently, the participants include children who are not from the Weed and Seed site. Based on U.S. Census data, the Weed and Seed site accounts for 60% of the youth population in the center's service area. Consequently, 30 of the 50 youths participating are included in the count listed for Section G, Question 1 in the Part I - Grantee Site Characteristics and Activity Data Report Form and the Proration Method would be cited in the Explanatory Notes.

It should be noted that in the first example, geographic area was used as the basis for prorating the statistical data, while the second example used population data. The

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choice of which basis to use for calculating an estimate is determined by what may be most representative for your site. If a site contains a large amount of nonresidential area (such as businesses, schools, or hospitals) where arrests or other activities may occur, then land area rather than population may be an appropriate choice for the proration. On the other hand, population can be used when the statistics involve persons served.

**Method 2 -  
Data  
Sampling**

When attendance counts of service clients may not be available for all Safe Haven facilities, then taking sample counts may be a reasonable substitute

*Example: A local site has three Safe Haven facilities. The total unduplicated attendance count for the first facility is 30 and for the second facility is 45. For various organizational reasons, an unduplicated count is not available for the third facility. Several options are available for estimating the attendance at this facility.*

*Option A - If the third facility's program capacity is the same as either the first or the second facility, use that facility's attendance as an estimate for the third facility.*

*Option B - When an attendance count for an entire week may not be feasible for the third facility, a one day attendance count may still be possible. In fact, depending on the nature of the activities occurring there, the one day count may be sufficient.*

*Option C - If attendance counts are not feasible for all activities, it still may be possible to have attendance counts done for the major services that are the primary focus of the Safe Haven such as an after-school program that would be indicative of the Weed and Seed effort at that facility.*

1. Justice Research and Statistics Association. *Multijurisdictional Drug Task Force Operations: results of a Nationwide Survey of Task Force Commanders*. August 1993.